

Personnel Data Collection (PDC)

The Rhode Island Department of Education is pleased to announce the launch of a process that will allow LEAs to report assignment data regarding certified educators. This new process – titled the **Personnel Data Collection (PDC)** will replace the existing **Personnel Assignment Process (PAP)**, and will be part of the set of data collections that are housed under the eRIDE portal. The PDC will be launched on **January 17, 2013**. This document outlines the changes and important dates associated with it.

What will happen:	The online system for reporting certified personnel assignments called PDC will replace the current PAP system.
What will change in the new system:	<p>The PDC is an ongoing collection that HR specialists can use to update throughout the year. With a goal of capturing and reporting accurate data about certified personnel, the following changes have been made to the process:</p> <ul style="list-style-type: none">• The PDC will be accessed via the eRIDE portal.• Data can be entered on the screens directly or be uploaded using a spreadsheet, or as a combination of both methods.• FTE calculations will be performed automatically in the system, thereby avoiding confusion and saving time.
When will it happen:	<p>PAP (current system) retired: Wednesday, December 19, 2012</p> <ul style="list-style-type: none">• All data will be ported into the new system after that date, and will be available to view and edit in the new system.• In order to facilitate the transfer of data into the new system, the updates into the current PAP system will be allowed until close of business on Wednesday, December 19, 2012. <p>PDC (new system) launched: Thursday, January 17, 2013 with the data imported from the PAP.</p>
Who will it affect:	HR specialists in LEAs

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What will need to be done:	<p>HR Specialists will access the new system via eRIDE – the statewide data collections portal.</p> <ul style="list-style-type: none">• If you already access eRIDE: Starting January 17, 2013, you will have a new icon available to you titled – PDC. This will give you access to the data reporting system.• You will need an eRIDE account to access the PDC module. Please note that User accounts on eRIDE are separate from that of Workshop accounts. Your district’s data manager has the ability to generate eRIDE user accounts and grant the appropriate permissions to the PDC module.• If you have an eRIDE account, but do not know your password, please visit https://www.eride.ri.gov/users/PasswordRetrieve.asp• If you have an eRIDE account but do not see the PDC module upon login, please contact your local district data manager for access.• If you have any questions, or need help creating your account, please send an email to the eRIDE helpdesk at helpdesk@ride.ri.gov
Where can I get more information about the new system:	<p>Educators can visit the website for Educator Quality and Certification at http://www.ride.ri.gov/EducatorQuality/Certification/default.aspx to get more details about the upcoming changes, as well as view video tutorials and help documents about using PDC.</p>